

# **Joint Committee on Corrections 2012**

## **Information for Legislative Institutional Visits**

Facility Name: Farmington Correctional Center			
Custody Level	C-4	Warden	Tom Villmer
Total Acreage	350	Address	1012 W. Columbia
Acreage w/in Perimeter	115		Farmington, MO 63640
Square Footage	117359	Telephone:	573-218-7100
Year Opened	1986	Fax:	573-218-7110
Operational Capacity/Count (as of January 15, 2012)	2693/2635		
General Population Beds (capacity and count as of January 15, 2012)	1770/1738	Deputy Warden	Mike Gann Ext. #203
Segregation Beds (capacity and count as of January 15, 2012)	173/168	Deputy Warden	Tami White Ext. #206
Treatment Beds (capacity and count as of January 15, 2012)	354/334	Asst. Warden	Bill Bowyer Ext. #395
Work Cadre Beds (capacity and count as of January 15, 2012)	N/A	Asst. Warden	Bob Peura Ext. #400
Diagnostic Beds (capacity and count as of January 15, 2012)	N/A	Major	Jim Gober Ext. #251
Protective Custody Beds (capacity and count as of January 15, 2012)	N/A		
MOSOP (capacity and count as of January 15, 2012)	276/276		
Mental Health (capacity and count as of January 15, 2012)	120/119		

### **1. Capital Improvement Needs:**

- a. How would you rate the overall condition of the physical plant of the institution?

**Assessment of the overall condition of FCC's physical plant is poor to fair, and what is to be expected at this point considering the age of the components.**

- b. What capital improvement projects do you foresee at this facility over the next six years?

**There were no capital improvement projects slated or funded for FY11. The only projects that were on-going in 2011 were the HU #25 chiller project and the FCC well project. These were carryovers from FY10 monies. MS II Chuck Campanelli compiled a list of the most serious areas of concern at FCC and it was submitted to Office of Administration**

management on July 7, 2009. Any and all of these should be considered a needs for consideration for capital improvement project status.

Well #1 will not run due to lack of communication from well to Power Plant control system. Efforts to repair the issue have failed; the well can be run manually but still does not communicate and can not be placed fully on line.

Water tower needs to be brought up to DNR code, interior coating and exterior maintenance, including adjustments to the windage rods.

Electrical switch gear located by building #21 inoperable and needs replaced/repaired. This prevents us from redirecting power during outages or emergencies resulting in large scale outage in the camp and the use of portable generators, if they can be located.

Building #20 A-Chapel roof replacement, there are shingles missing and decking showing causing multiple roof leaks. Scheduled for repair

Parking lot lighting is in need of an update as the parking lots have been expanded but no additional lighting added.

Southwest wall of building #14 wall is bulging; the condition of this wall continues to deteriorate adding to the threat of collapse, which is a safety hazard.

Emergency generator for Main Production food service area, this area has no emergency back-up power making it extremely difficult to prepare food during extended outages and creates unsafe working conditions for staff and offenders.

Building #30/Drum building all air handlers need replaced, they are beyond their expected working life, confirmed by VFA.

Building #28 roofing needs replaced. Roof material is dry and brittle; walking across roof to make repairs often results in creating more leaks. Scheduled for repair this summer

Building #11/Administration, roof material is aged and dried out; it is past its expected life span and is in need of total replacement. Scheduled for repair this summer

Buildings #18 and #19 heating systems extensive repairs, replacement with air handler systems recommended, aged leaking water systems in walls make repairs difficult, time consuming and costly. Many of the radiator type wall units have been piped through to eliminate leaks greatly reducing effectiveness of the units and the system.

Building #14/Main Production roof top freezer units are old and failing, they need replaced.

Housing Units #6-#9 (B-Side) rooftop HVAC units need replaced, VFA confirmed units are well beyond their expected service life.

Building #29 two roof top HVAC units need replaced, these units are especially old and in constant need of repair, VFA also confirmed need to replace.

Cottage Row buildings need wood trim repairs/replacement, this requires a Genie lift, unsuccessful requests have been made to Heavy Equipment for the loan of a lift during seasons when weather permits work to be done. We realize that they only have so many lifts to go around; however this work is critical to the life of the structures. Partial complete

Building #29, #30 and #31 needs extensive tuck pointing, rain water infiltrating the walls make it impossible to maintain interior walls and continues to deteriorate and weaken the infrastructure.

Utility Tunnel between Building #10 and #30 roadway surface/tunnel roof deteriorating creates concerns of collapse of the tunnel. This has been shored up with steel until a permanent fix can be scheduled and funded.

Building #34 Power Plant, the penthouse parapet wall needs tuck pointing. Brick wall is visibly leaning and is close to failure.

Old power plant smokestack needs demolished; bricks and brick facades are falling from the stack now and should this smokestack even partially collapse the effects could be catastrophic, especially since this building is manned 24 hours a day.

Road surfaces are in very poor condition and need to be replaced/resurfaced; perimeter roads as well as roadways within the institution. These conditions can damage equipment, slow vehicular traffic during emergencies and create tripping hazards for offenders and staff alike.

Del Norte security fence system, Southwest Microwave (sole source supplier) has advised they can no longer guarantee parts availability after January 01, 2010. During our latest conversation with them they informed us they will no longer make cable assemblies for this system and other components are already difficult to find. Any major breakdown to the system due to lightning, etc. could create a long-term security breach for the institution.

The tuck pointing that is listed should be considered a partial listing only. Each month, year, etc that goes by only adds more areas to the list of buildings that are in need of this care. In order for the interior of a building to be kept in the best possible condition, the outside of the structure must be kept sound and safe from the elements. The most serious problem relates to the need of many of FCC's buildings needing new roofs.

c. How critical do you believe those projects are to the long-term sustainability of this facility?

All the areas of our concerns listed are vital to the long-term sustainability of this facility. These critical issues will be addressed by OA as funds become available.

## **2. Staffing:**

a. Do you have any critical staff shortages?

All staff shortages are critical.

b. What is your average vacancy rate for all staff and for custody staff only?

**FCC MONTHLY VACANCIES**

**Fiscal Year 2011**

<b><u>MONTH</u></b>	<b><u>YEAR</u></b>	<b><u>CUSTODY</u></b>	<b><u>NON-CUSTODY</u></b>
July	2010	4	4
August	2010	2	2
September	2010	4	2
October	2010	9	3
November	2010	3	5
December	2010	4	3
January	2011	3	4
February	2011	2	2
March	2011	2	3
April	2011	10	2
May	2011	1	1
June	2011	7	2

**FCC Vacancies as of January 31, 2012**

**Class Title**

**OSA (K) – FTC**

**Service Manager I – MVE**

**Corrections Supervisor I – FCC**

**Corrections Officer I (3) – FCC**

**Corrections Officer II – FCC**

**Corrections Case Manager II**

**Cook II**

- c. Does staff accrual or usage of comp-time by staff effect your management of the institution?

**Yes, it limits us from using certain staff to cover posts when needed.**

- d. What is the process for assigning overtime to staff?

**Ask for volunteers, and then use a mandatory list if necessary.**

- e. Approximately what percentage of the comp-time accrued at this institution does staff utilize as time off and what percentage is paid-off? **The average is 20% taken and 80% paid.**
- f. Is staff able to utilize accrued comp-time when they choose?

**Supervisors make every effort possible to approved compensatory time off at the staff member's choosing. There are instances when the request has to be denied due to having to fill all mandated custody posts, as not to jeopardize the safety of staff/offender or negatively affect the security of the institution. If this situation arises, efforts are made to accommodate the staff members by approving the time off or another date of the officer's choosing.**

3. **Education Services:**

- a. How many (and %) of inmate students at this institution are currently enrolled in school?

**474 Offenders are currently enrolled in school. This is approximately 80% of the offenders who need education. 100% seat utilization cannot be completely achieved at this time due to special classes that do not fill some classrooms to seating capacity and the unequal distribution of offenders needing education services on each side of the facility.**

- b. How many (and %) of inmate students earn their GED each year in this institution?

**110 Offenders earned their GED in 2011. Approximately 22.5%**

- c. What are some of the problems faced by offenders who enroll in education programs?

**Crowded classrooms, offenders not able to attend due to other commitments. Extreme temperatures causes problems with attention and cooperation in classrooms and at times classes have to be suspended for short periods due to heat advisories. Building repairs/upgrades could remedy this problem. At times it may become necessary to place an offender on a waiting list due to the exclusivity of sides at FCC. The classroom size in relation to the pupil-teacher ratio precludes individualized instruction to those students displaying low literacy skills or special educational needs for offenders over age 22. The electrical load for a classroom that includes computers is too much for the current wiring of this building. Care must be taken when plugging in additional items that the breakers do not overload.**

4. **Substance Abuse Services:**

- a. What substance abuse treatment or education programs does this institution have?

**Farmington Treatment Center (FTC)**

**Farmington Intermediate Treatment Program (FITP)**

**Long-Term Treatment Program (LTP)**

- b. How many beds are allocated to those programs?

**Farmington Treatment Center (FTC) has 195 beds**

**Farmington Intermediate Treatment Program (FITP) has 130 beds**

**Long-Term Treatment Program (LTP) has 30 beds. Long-Term offenders are housed in general population settings.**

- c. How many offenders do those programs serve each year?

**Farmington Treatment Center (FTC) - 790 Offenders**

**Farmington Intermediate Treatment Program (FITP) - 260 Offenders**

**Long-Term Treatment Program (LTP) - 35 Offenders**

- d. What percent of offenders successfully complete those programs?

**Farmington Treatment Center (FTC) - 87%**

**Farmington Intermediate Treatment Program (FITP) - 87%**

**Long-Term Treatment Program (LTP) - 96%**

- e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting?

**Both treatment DAI staff were polled and they said the following were problems:**

**The different chains of command and a different emphasis on the missions. The Warden at this institution is responsible for dozens of people he does not supervise. The treatment staff members need to satisfy both the administration at the institution and their supervisors who are normally off site, occasionally receiving contradictory directives.**

**While everyone agrees security is the primary mission, treatment often requests more flexibility. Also, most prison staff members have been trained in a role that was primarily custodial. Treatment demands more involvement and the transition is difficult for many, especially without specialized training.**

**In an ideal treatment setting, those receiving treatment would be isolated from others. This is not practical for many treatment units.**

**Finally, the prison regimen (counts, appointments and meals) is often difficult to schedule around.**

**5. Vocational Programs:**

- a. What types of vocational education programs are offered at this institution?

**Computer Literacy**

- b. How many offenders (and %) participate in these programs each year?

**Projected number of 45-60 offenders participate each year.**

- c. Do the programs lead to the award of a certificate? **Yes**
- d. Do you offer any training related to computer skills? **Yes, computer literacy class**

**6. Missouri Vocational Enterprises:**

- a. What products are manufactured at this institution?

**Laundry provides laundry and dry cleaning services for a variety of sources. MVE Laundry also designs and builds laundry carts. The Clothing Factory manufactures the following items: Aprons, offender work coats, jackets, Q/L jackets, coveralls, work pants, Battle Dress Uniform, shirts and pants, oven mitts, tube socks (bleached by FCC Laundry), laundry bags, laundry cart liners, mop heads, pillows, foam core mattresses, inner-spring mattresses, mattress covers, shower curtains, cylinder lint bags, caseworker bags, and mail bags.**

- b. How many (and %) of offenders work for MVE at this site?

**Laundry employs 219 offender workers at this time, but has the capacity to employ 240. At the Clothing/Mattress Factory, 100 offenders are currently employed. This equates to**

**approximately 8.2% of the total offender population. We are capable of having 60 offender workers at one time in the Mattress Factory.**

**c. Who are the customers for those products?**

**Laundry customers are as follows: St. Joseph East (St. Charles), DePaul, St. Mary's, Cardinal Glennon Children's Hospital, St. Joseph West (Lake St. Louis), St. Joseph North (Kirkwood), St. Joseph Medical Park, Ste. Genevieve County Memorial Hospital, Parkland Health Center, FCC (laundry and dry cleaning), ERDCC (dry cleaning), PCC (dry cleaning), SECC (dry cleaning), and Park Hills and Farmington Police Department (dry cleaning). The Clothing Factory has several different customers that we deal with. The Department of Corrections is the main customer. All orders are taken at the sales office in Jefferson City. Other customers include state hospitals, police departments, fire/ambulance districts, colleges and universities. Offenders are able to purchase clothing items through the MVE basic catalog. Other customers include state employees.**

**d. What skills are the offenders gaining to help them when released back to the community?**

**Laundry: Offenders gain a sense of good work ethic and responsibility with employment in a large-scale factory. Offenders learn a number of different skills and job experiences, which include: Operating large commercial size washers, dryers, flat work irons and dry cleaning equipment. Some offenders have gained experience in personal computer data entry, fundamental record keeping, filing and inventory control. MVE Laundry also has a reliable maintenance department, which provides hands-on training on this commercial laundry equipment.**

**Computer Literacy is a five-step format for the general knowledge of a computer: (a) Computer basic; (b) Windows, Works; (c) Numbers; (d) Web. The other program is Work Place Essential Skills Literacy Link. This program helps develop skills involving employment such as: Finding a job, keeping a job, interviewing techniques, resumes, application skills, and communication skills. MVE Laundry is currently in coordination with the Department of Labor (DOL) on an apprenticeship program. There are approximately 50 job occupations listed under this program for offender workers. To enter this program an offender completes an application. The appropriate DOL occupational title is assigned, along with the total of accumulated working hours under this occupation, and then sent to DOL toward an apprenticeship certificate. The number of hours required for an apprenticeship certificate is determined by the occupational title.**

**Clothing Factory: There are different skills obtained, such as cut patterns, inspect and package item's, and they learn responsibility for handling the tools that they check out. The offenders take great pride in the work they do. They are awarded with certificates after obtaining 2,000 hours of work.**

## **7. Medical Health Services:**

- a. Is the facility accredited by the National Commission on Correctional Health Care? Yes**
- b. How many offenders are seen in chronic care clinics? Approximately 1480 per month**
- c. What are some examples of common medical conditions seen in the medical unit?**

**Orthopedic injuries including fractures, gastrointestinal complaints, back pain and diabetes.**

- d. What are you doing to provide health education to offenders?

**Corizon holds an annual health fair for the offenders; there are pamphlets and teaching material that medical staff give to offenders. All patients receive individual counseling either during a nursing sick call or chronic care visit.**

- e. Have you had any cases of active Tuberculosis in this facility in the past year? If so, how did you respond? **No**
- f. Is the aging of the population effecting health care in prisons as it is effecting health care every where else? If yes, please explain

**Yes, the amount of geriatric offenders is increasing in the prison population; with aging offenders newly incarcerated and offenders who have been incarcerated going through the aging process as well as due to the length of time spent incarcerated. These offenders have more medical problems, issues and complaints than when they were younger. A lot of these aging offenders develop problems with mobility, hearing, vision, eating, gastrointestinal problems and developing or worsening of chronic health problems.**

#### **8. Mental Health Services:**

- a. How do offenders go about obtaining mental health treatment services?

**When offenders arrive at FCC, they are seen by the transfer/receiving nurse in medical. The nurse provides all offenders with a pamphlet explaining what types of services are offered by mental health and how to access those services. Offenders may file a medical services request form to speak with a mental health counselor. Sometimes Classification or custody staff may refer offenders that have demonstrated changes in behaviors or symptoms of mental illness. Additionally, while offenders are in the administrative segregation housing unit, a qualified mental health professional conducts ad seg rounds. The purpose of the rounds is to find out what the offender's mental health needs are and ensure their needs are addressed.**

- b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides?

**FCC has not had any successful suicide attempts in the past year. However, we had an unsuccessful serious suicide attempt during the past year. Offenders that are placed on suicide watch are seen daily by Mental Health professionals to evaluate the risk of self harm. Additionally once the offender is released from suicide watch, they are seen for a follow up appointment within two weeks. During monthly mental health appointments, offenders are asked if they are having any thoughts of suicide and are assessed for suicide risk each time they are seen by mental health staff. Offenders that are not involved in the mental health clinic and demonstrate signs of depression or suicide are frequently referred to mental health by custody or classification staff.**



**Additionally, Mental Health Staff provide suicide prevention training to DOC employees while they are in annual recertification class. DOC staff are trained on what types of behaviors to watch for and what to do if they suspect an offender may be having thoughts of suicide.**

- c. Approximately how many (21%) of the offenders in this institution are taking psychotropic medications?

**At FCC, we have approximately 419 offenders that are prescribed psychotropic medications. 325 of those are in general population or Farmington Treatment Center and 94 are assigned to Social Rehabilitation Unit.**

- d. How many offenders in this facility are chronically or seriously mentally ill and what is being done for them?

**At FCC, there are approximately 472 offenders in the mental health chronic care clinic. Of those 306 are living in general population, 48 are assigned to Farmington Treatment Center and 118 of those assigned to the Social Rehabilitation Unit and Correctional Treatment Center. Offenders assigned to Social Rehabilitation Unit or Correctional Treatment Center are typically considered chronically or seriously mentally ill. However, there are offenders who live in general population and FTC who are considered chronically or seriously mentally ill. To give an exact number of how many of those offenders are considered chronically or seriously mentally ill would be a difficult task. Many of the more serious mental illnesses are cyclical. The impact of the mental illness may vary depending on the severity of the symptoms at any given point in time.**

- 9. What is your greatest challenge in managing this institution?

**Staff issues, followed closely by physical plant and budget constraints are our greatest challenges. The greatest challenge for custody in managing this institution is ensuring the security of the institution and the safety of the staff and offender population is maintained at an acceptable level by providing/assigning custody staff to all areas of the institution 24 hours a day, seven days a week. This is largely affected by custody staff on extended sick leave, light duty requirements, or continued medical problems covered by FMLA. The next greatest challenge is the buildings of the institution, some that are almost 100 years old and require a large amount of maintenance. With the budget restraints it has become increasingly difficult to keep up with the required maintenance in all areas.**

- 10. What is your greatest asset to assist you in managing this institution?

**The highest quality of staff is our greatest asset. FCC is truly blessed with high quality staff members who have many years of corrections experience. These same staff members have a willingness to mesh with all work sections to reach a common goal. The FCC staff are motivated, conscience, and have strong work ethics.**

- 11. What is the condition of the facilities' vehicle fleet? (Mileage, old vehicles etc?)

**FCC's Transportation fleet consists of 4 pool vehicles, 5 screened vehicles, 2 property/mail vans, 2 transport vans (1 dog team and the other a 7 passenger), 4 vehicle patrol/hot spot vehicles, and 2 buses for a total of 19 vehicles. Of these 19 vehicles, 1 screened transport vehicle has been deadlined due to major transmission repairs needed, 1 screened transport vehicle needs transmission repair, 2 screened transport vehicles have over 150,000 miles and 1 one property/mail van has over 150,000 miles. The remaining 14 vehicles assigned to the transportation fleet are road worthy and have been mechanically reliable with the standard preventative maintenance done (ie oil changes, wiper blades, tires, etc). Jeff McComber, Garage Supervisor is in agreement with this assessment.**

**The remaining vehicles used at FCC are under the direction of the Office of Administration.**

- 12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. (Please have the Major answer)**

**Custody staff morale is often spoken of as being low but in reality it depends on when the question is asked. Custody officers complain routinely of disparity in the way they are treated. When asked for specifics they are reluctant to give a straight answer. However it seems there are several factors impacting morale negatively. To get the officers to open up I asked a couple of questions then I asked them to elaborate on their responses.**

- 1. On a scale of 1 to 10 where would you rate the morale of the custody staff at FCC? I got answers from 2 to 6 or 7.**
- 2. In your opinion, what is the single greatest factor affecting morale? Every officer indicated the lack of raises, reduced insurance, higher premiums and staffing reductions are the foundation for poor morale. Most officers have had their duties increased without as much as a, "Thank you." Officers routinely check other states to see what is happening with their counterparts' benefits. They see better benefits elsewhere and want to know why we can't get an explanation for all of the reductions. The officers feel Central Office and the General Assembly aren't in touch with what is going on in Corrections. There were also individual opinions of why morale is poor:**
  - a. Inconsistent or non-existent supervision was next on the list. This area has the greatest impact on morale.**
    - (1) The officers I polled complained of supervisors who told them to "just get along" when the employee complained of personal conflicts with co-workers.**
    - (2) Officers complained of inconsistent supervision between the Unit Managers and Custody Supervisors.**
  - b. Officers feared retaliation or being belittled by supervisors when they would ask a question.**
  - c. Officers are angry about late relief. Day after day officers report to their post late and nothing is done.**
  - d. Officers complained about the employees who are constantly using unscheduled leave and nothing happens to them.**

**(1) The officers who use the unscheduled leave claim they do it because they don't like their supervisors and they do it to get back at them when in reality they are hurting their co-workers.**

**(2) Officers complained of favoritism when seeking time off.**

**e. Officers complained of supervisors who would sneak around trying to find something wrong rather than tell them how to do it right. This issue was mentioned by almost all of the officers I polled. They are tired of "Getting their necks stepped on".**

**f. Officers complained of being rated in their PERforM by supervisors who had never worked with them and did not know them.**

**g. Officers complained of never getting positive log entries.**

**h. One officer complained that the Major was not connected with his Captains and Lieutenants. He went on to explain that these supervisors act differently when the Major is gone.**

**I believe morale is based on perceived notions rather than the truth in a lot of cases. It doesn't matter what the truth is what matters is what the staff believe to be the truth. I am not denying any of the issues stated above but I can address and try to correct the supervisory issues listed above. The one issue that must be addressed not just at FCC but Department wide is communication. By this I don't mean emails and IOC's but rather face to face speech where both parties talk to each other and listen to each other.**

**13. Caseworkers:**

**A. How many caseworkers are assigned to this institution?**

**28 total Corrections Casemanager I's and Corrections Casemanager II's for DAI and  
6 total Corrections Casemanager II's and Corrections Casemanager III's for DORS**

**\*DAI – Division of Adult Institutions**

**\*\*DORS – Division of Offender Rehabilitative Services**

**B. Do you currently have any caseworker vacancies? Yes**

**C. Do the caseworkers accumulate comp-time? Only the DORS CCM III's.**

**The DORS Casemanager III's who work four, 10-hour work days per week do accumulate compensatory time if a holiday falls on their regular day off during the work week. They are also allowed to use it to take time off.**

**D. Do the caseworkers at this institution work alternative schedules?**

**Casemanagers work a set schedule each week. DAI Casemanagers work five, 8-hour days, Monday through Friday, and some DORS Casemanagers work four, 10-hour days. Staff members modify their schedules to meet institutional needs.**

**E. How do inmates gain access to meet with caseworkers?**

**Casemanagers have scheduled office hours (2-hours during the morning and another**

**2-hour period in the afternoon) that they are available to meet with offenders. These times are posted for offender review. The Casemanagers are available either in their office, in the housing unit, or in the Casmanagers office in the classification pod.**

F. Average caseload size per caseworker? **Approximately 110**

- # of disciplinary hearings per month? **Approximately 35 per Casemanager**
- # of IRR's and grievances per month? **25 IRR's and 6 grievances per Casemanager**
- # of transfers written per month? **Approximately 8 per monthly average per Casemanager**
- # of re-classification analysis (RCA's) per month? **Approximately 30 per Casemanager**

Are there any services that you believe caseworkers should be providing, but are not providing?

**No.**

G. If so, what are the barriers that prevent caseworkers from delivering these services?

**Not Applicable**

H. What type of inmate programs/classes are the caseworkers at this institution involved in?

**Re-entry Process, Reception and Orientation, Substance Abuse, Work Release, Restorative Justice, Impact of Crime on Victims, Pathways to Change, Anger Management, and Inside Out Dads.**

I. What other duties are assigned to caseworkers at this institution?

**Compiling offender reports (progress, inter-office communications), maintaining/reviewing offender files, arranging housing assignments, monitoring offender interviews, conducting investigations, developing offender contracts, auditing offender property, conducting safety/security inspections, issuing conduct violations, providing offender instructions, dispensing/reviewing offender forms, processing offender requests, facilitating individual growth (self-help programs, counseling), providing notary services, processing critical illness and death notifications, attend staff meetings, performing special assignments (conducting tours, performing committee work, managing supply inventory, conduct classification hearings, protective custody administrative segregation reviews), and periodically acting as Functional Unit Manager, visiting application processing, office hours, job changes, room changes, coverage of library, searches, coverage of other areas in the institution, training, orientation, trainers and other duties established in IS 1-1.2.**

**14. Institutional Probation and Parole officers:**

A. How many parole officers are assigned to this institution? **11 PO's, 1 POIII**

B. Do you currently have any staff shortages? **No**

C. Do the parole officers accumulate comp-time?

**Yes but it is very infrequent and they are encouraged to flex it out during the same week if workload permits.**

D. Do the parole officers at this institution flex their time, work alternative schedules?

**Yes to both with prior approval from supervisor.**

E. How do inmates gain access to meet with parole officers?

**GP officers have “open office” hours at least two times per week so that offenders can come in and ask questions. The office is open for one hour during each of these periods. For those in Ad. Seg., the officers would go to the housing unit to meet with the offender. For the most part, offenders assigned to the THU or treatment programs meet with their officer in those housing units either during open office hours, via a written request to see the officer, or the officer goes on the wing during the offender’s free time and answers any questions.**

F. Average caseload size per parole officer?

**This depends on whether assigned a treatment caseload or general population caseload. For GP, the average caseload would be around 510, the THU officer would average 200, and treatment would vary between 50-65.**

- # of pre-parole hearing reports per month? **75**
- # of community placement reports per month? **50**
- # of investigation requests per month? **125**

G. Are there any services that you believe parole officers should be providing, but are not providing?

**There are not necessarily services they should be providing, but there are services that should have more involvement from the officer, such as re-entry and TAP development.**

H. If so, what are the barriers that prevent officers from delivering these services?

**The main barrier is workload being such that it does not allow time for significant involvement in the above areas.**

I. What type of inmate programs/classes are the parole officers at this institution involved in?

**Treatment officers conduct groups/classes for counselors if they are in need of assistance and workload permits. We have three officers that conduct orientation for treatment inmates on a weekly basis. We have an officer involved in Free and Clean presentations for treatment. Although not a program or class, we have an officer who screens inmates for Project Reach and Release to Rent and insures personal interviews are conducted between the offender and program staff at those facilities. We also have two officers who present a Pre-Release class, two time per month, for offenders nearing release (within two months).**

15. Please list any other issues you wish to discuss or bring to the attention of the members of the Joint Committee on Corrections.

**The interpretation of FMLA and suspected abuse of its provisions continue to be a struggle for us.**

**The Maintenance positions are now under Office of Administration which continues to create management issues when it comes to managing the Maintenance staff, disciplinary and grievance issue resolutions.**

**The ability to get the aging buildings and grounds repaired due to budget restraints.**

16. Does your institution have saturation housing? If so, how many beds?

**FCC does not have saturated housing at this time. A plan has been submitted to the Division of Adult Institution, Central Office, a few years ago concerning the possible use of saturation housing at FCC, if needed, in the future.**

17. **Radio/Battery Needs:**

- a. What is the number of radios in working condition? **420**
- b. Do you have an adequate supply of batteries with a good life expectancy? **Marginal**
- c. Are the conditioners/rechargers in good working order? **We are waiting for a radio change this year and are not replacing batteries in anticipation of this change.**